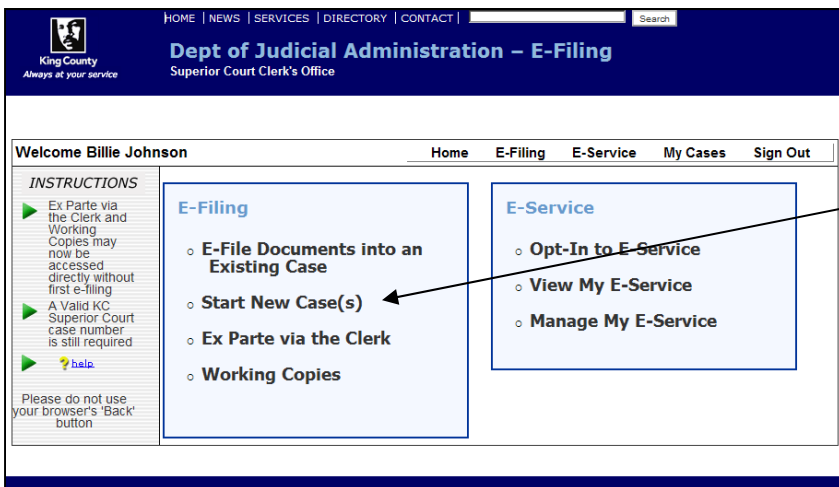


How to Electronically Initiate a New Superior Court Case

Prior to e-filing a new King County Superior Court case, you will need to save your documents into a PDF or TIF format. For new cases, a Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if a managed case) will be automatically generated based on the information you enter and provided to you at the end of the filing process. Filing fees must be paid using the King County eCommerce application via a credit card or internet check. An eCommerce transaction fee of \$2.49 for credit cards or \$1.49 for internet checks will be included. For additional information, please see the [‘eFiling Application Tips’](#) document.



Choose the E-Filing Process

- From the ‘Home’ page, choose ‘Start New Case(s)’



Choose Case Category

- Click the down arrow in the ‘Case Category’ field and choose the main category of the case

How to Electronically Initiate a New Superior Court Case



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King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Billie Johnson

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

Enter short title (title of record will be picked up from document)

help

Please do not use your browser's 'Back' button

start over

Shopping Cart
Items in Cart: 0
View Cart

Progress: 1 2 3 4 5

Start New Case(s)

Enter Case Information

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: --select--

Case Designation: --select--

Case Title:

BREACH OF CONTRACT (COM 2)
COMMERCIAL CONTRACT (COM 2)
COMMERCIAL NON-CONTRACT (COL 2)
MERETRIOUS RELATIONSHIP (MER 2)
THIRD PARTY COLLECTION (COL 2)

Cancel Next

Choose Case Sub-Category

- Click the down arrow in the 'Case Sub-Category' field and choose the appropriate sub-category. (NOTE: The sub-categories displayed will relate directly to the "main category" previously chosen)



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INSTRUCTIONS

Enter short title (title of record will be picked up from document)

help

Please do not use your browser's 'Back' button

start over

Shopping Cart
Items in Cart: 0
View Cart

Progress: 1 2 3 4 5

Start New Case(s)

Enter Case Information

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: COMMERCIAL CONTRACT (COM 2)

Case Designation: --select--

Case Title:

KNT
SEA

Cancel Next

Choose Case Assignment Designation

- Click the down arrow in the 'Case Designation' field and choose either 'KNT' for Kent or 'SEA' for a Seattle case assignment designation

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INSTRUCTIONS

- Enter short title (title of record will be picked up from document)
- help
- Please do not use your browser's 'Back' button
- start over

Start New Case(s)

Enter Case Information

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: COMMERCIAL CONTRACT (COM 2)

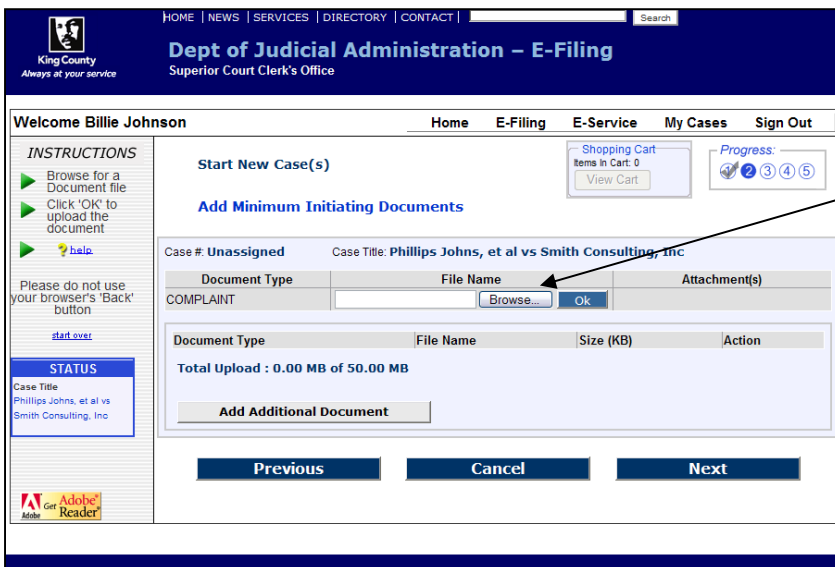
Case Designation: SEA

Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Cancel Next

Enter Case Title

- Enter an abbreviated 'Case Title' in the fields provided, only use the second field if the case involves adverse parties (NOTE: The clerk will record the official case title based on your complaint/petition)
- Click 'Next'



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INSTRUCTIONS

- Browse for a Document file
- Click 'OK' to upload the document
- help
- Please do not use your browser's 'Back' button
- start over

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Start New Case(s)

Add Minimum Initiating Documents

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type	File Name	Attachment(s)
COMPLAINT	Browse... Ok	

Document Type File Name Size (KB) Action

Total Upload : 0.00 MB of 50.00 MB

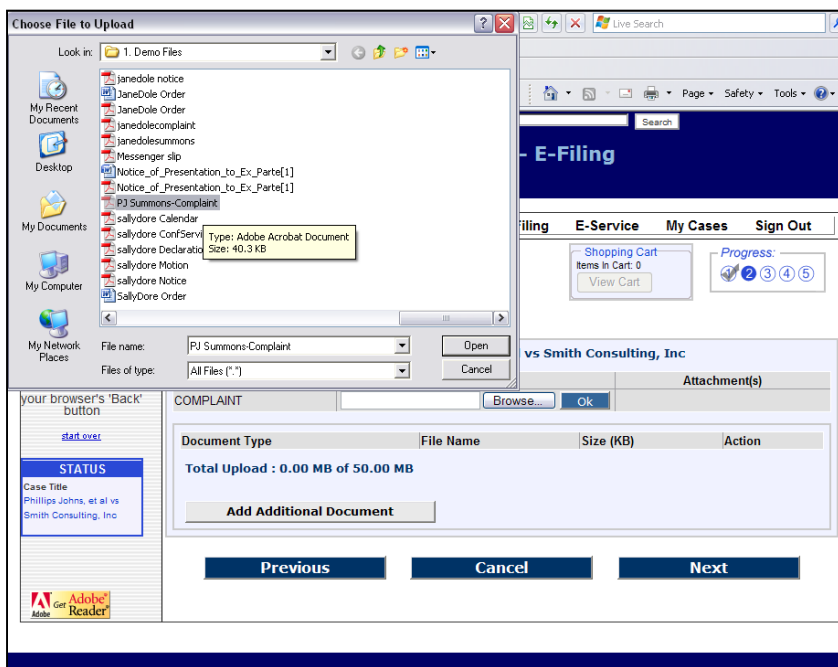
Add Additional Document

Previous Cancel Next

Locate Required Case Initiating Documents

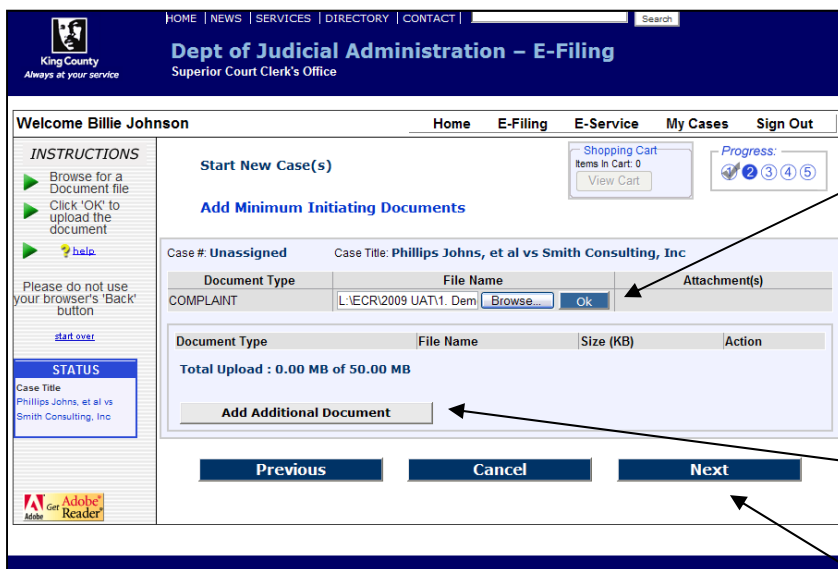
- Click 'Browse' to open a 'Choose File' window on your computer, which will enable you to upload your document(s)

How to Electronically Initiate a New Superior Court Case



Choose Document

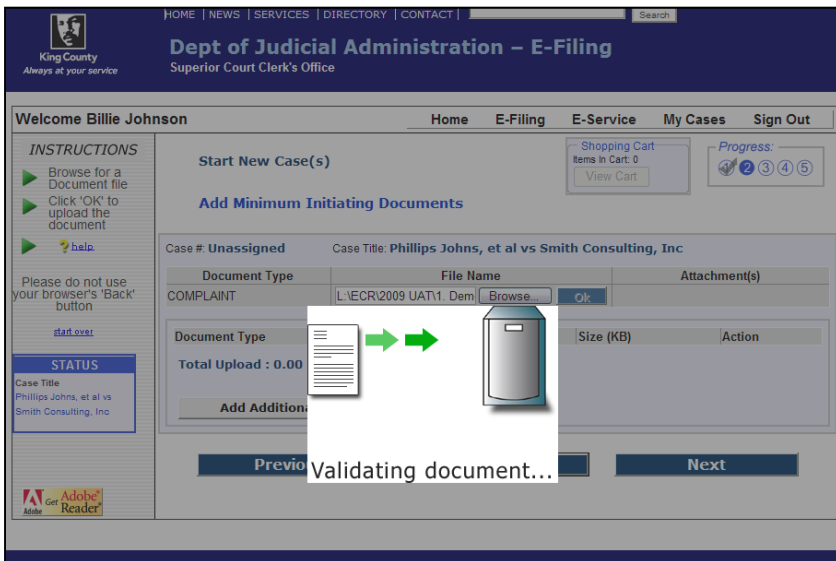
- Browse your computer or network drive to locate the document you wish to file (NOTE: For file format conversion instructions, please see the [‘E-Filing Application Tips’](#) document)
- After choosing a document, click **‘Open’**



Upload Document

- The chosen document file name and location will display in the **‘Document File Name:’** field
- If you have an attachment(s) for this document click **‘OK’** and complete the locate and choose document upload process noted above (NOTE: For additional information about attachments, please see the [‘E-Filing Application Tips’](#) document)
- If you have an additional document(s) to file in this case click **‘Add Additional Document’**
- If you do not have attachments or additional documents to file, click **‘Next’**

How to Electronically Initiate a New Superior Court Case



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INSTRUCTIONS

- Browse for a Document file
- Click 'OK' to upload the document
- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Start New Case(s)

Add Minimum Initiating Documents

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type	File Name	Attachment(s)
COMPLAINT	L:\ECR\2009 UAT\1. Dem\ Browse...	Ok

Document Type

Total Upload : 0.00

Add Additional Documents

Validating document...

Previous Next

Document Validation

- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the ['E-Filing Application Tips'](#) document)



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Superior Court Clerk's Office

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INSTRUCTIONS

- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Document Description
COMPLAINT
File Name
PJ Summons-Complaint.pdf

Start New Case(s)

Select Document

Case Information

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type

--select one--

Document Type	File Name	Size (KB)	Action
COMPLAINT	PJ Summons-Complaint.pdf	40	

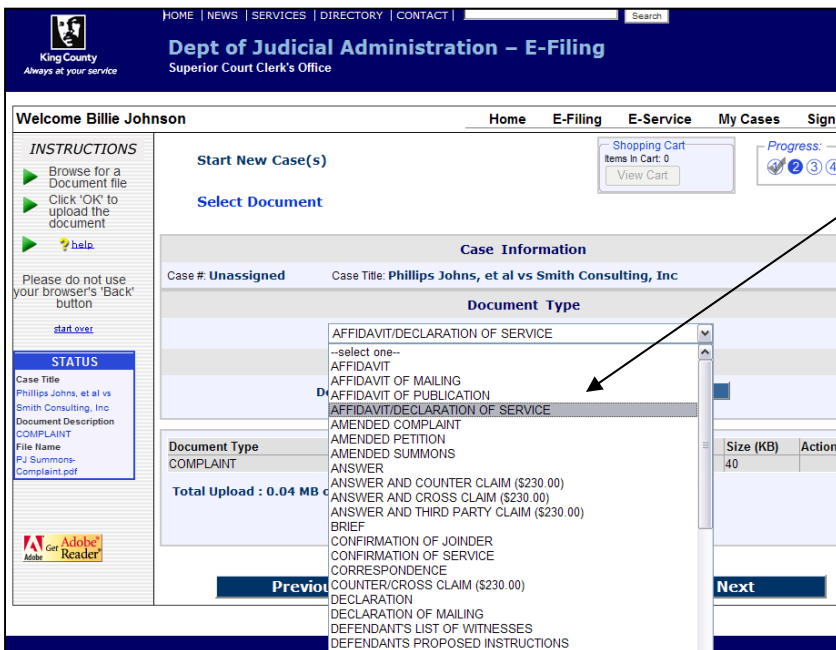
Total Upload : 0.04 MB of 50.00 MB

Previous Cancel Next

Add Additional Document

- Click the down arrow to display a list of descriptive document names referred to as the **'Document Type'**

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INSTRUCTIONS

- Browse for a Document file
- Click 'OK' to upload the document
- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Document Description
COMPLAINT

File Name
PJ Summons-Complaint.pdf

Adobe
Get Adobe Reader

Start New Case(s)

Select Document

Shopping Cart
Items in Cart: 0
View Cart

Progress: 1 2 3 4

Case Information

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type

AFFIDAVIT/DECLARATION OF SERVICE

--select one--

AFFIDAVIT

AFFIDAVIT OF MAILING

AFFIDAVIT OF PUBLICATION

AFFIDAVIT/DECLARATION OF SERVICE

AMENDED COMPLAINT

AMENDED PETITION

AMENDED SUMMONS

ANSWER

ANSWER AND COUNTER CLAIM (\$230.00)

ANSWER AND CROSS CLAIM (\$230.00)

ANSWER AND THIRD PARTY CLAIM (\$230.00)

BRIEF

CONFIRMATION OF JOINDER

CONFIRMATION OF SERVICE

CORRESPONDENCE

COUNTER/CROSS CLAIM (\$230.00)

DECLARATION

DECLARATION OF MAILING

DEFENDANT'S LIST OF WITNESSES

DEFENDANT'S PROPOSED INSTRUCTIONS

Document Type
COMPLAINT

Total Upload : 0.04 MB

Previous Next

Add Additional Document - Continued

- Using the scroll bar to view the complete list, choose the document type from the drop down menu that most closely describes your document
- If you do not see the type of document you are filing listed, choose '**OTHER**' (NOTE: Unsigned orders cannot be filed with the clerk)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document



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INSTRUCTIONS

- Browse to add an attachment or exhibit to your document
- If you have another document to E-File click Add Additional Document
- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Document Description
COMPLAINT

File Name
PJ Summons-Complaint.pdf

Document Description
AFFIDAVIT/DECLARATION OF SERVICE

File Name
PJ Aff Service 5-1-11.pdf

Start New Case(s)

Select Document

Shopping Cart
Items in Cart: 0
View Cart

Progress: 1 2 3 4 5

Case Information

Case # Unassigned Case Title: Phillips Johns, et al vs Smith Consulting, Inc

Document Type

AFFIDAVIT/DECLARATION OF SERVICE

File Name
PJ Aff Service 5-1-11.pdf

Size (KB)
40

Action
Delete

Enter Attachments

Browse OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type

COMPLAINT

File Name
PJ Summons-Complaint.pdf

Size (KB)
40

Action

Total Upload : 0.08 MB of 50.00 MB

Add Additional Document

Previous Cancel Next

- Continue with the locate and choose document upload process noted above
- If you have accidentally uploaded the incorrect document, you may '**Delete**' the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit

How to Electronically Initiate a New Superior Court Case



Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Billie Johnson

INSTRUCTIONS

- To add or edit documents click previous
- To add another case, click 'Add to Cart'
- To continue click 'Proceed to E-File'
- help

Please do not use your browser's 'Back' button

[start over](#)

STATUS

Case Title
Phillips Johns, et al vs Smith Consulting, Inc

Document Description
COMPLAINT

File Name
PJ Summons-Complaint.pdf

Document Description
AFFIDAVIT/DECLARATION OF SERVICE

File Name
PJ Aff Service 5-1-11.pdf

Start New Case(s)

Please review before proceeding

Summary

Case Category: CONTRACT/COMMERCIAL Case Sub-Category: COMMERCIAL CONTRACT (COM 2)

Case Number: Case Title: Phillips Johns, et al vs Smith Consulting, Inc Case Designation: SEA

User Name: Billie Johnson Total Cost (Includes Filing Fee): \$230.00

Document Type	File Name	Attachment(s)	Cost
COMPLAINT	PJ Summons-Complaint.pdf		
AFFIDAVIT/DECLARATION OF SERVICE	PJ Aff Service 5-1-11.pdf		0.00

Add to Cart & Start a New Case

Previous Cancel Proceed to E-File

Submission Summary

- A **'Summary'** of the new case information and documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission, click **'Previous'** to return to the document upload page where documents may be added or deleted
- If you would like to initiate another new case(s), click **'Add to Cart & Start New Case'**
- If you are ready to e-file, click **'Proceed to E-File'**



Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Billie Johnson

INSTRUCTIONS

- If you would like to add another case, click on "Start Another New Case" otherwise click "Pay and E-File Now".
- help

Please do not use your browser's 'Back' button

[start over](#)

Start New Case(s)

Final Review

Checkout

Case Number	Case Title	Filing Cost	Delete
	Phillips Johns, et al vs Smith Consulting, Inc	230.00	Remove

Total Filing Cost: 230.00
(not including Transaction Fee)

☐ Payment Voucher

Start Another New Case

Previous Cancel Pay and E-File Now

Final Review

- If you are submitting multiple new cases, the **'Final Review'** page allows you to verify all are ready for e-filing
- Click **'Remove'** to take an item out of your shopping cart. You may return to the item later through the **'My Cases > In Progress'** tab



King County

How to Electronically Initiate a New Superior Court Case

King County Ecommerce
Credit Card Payment

Payment Method | **Payment Details >>** | Review | Confirmation | Cart | [Help/FAQ](#)

Personal Information

Payment Account Type:

Contact First Name:

Contact Last Name:

Business Name:

Day time phone:

Email:

Confirm Email:

Address Information

Address:

Address 2:

City:

State/Province:

Zip Code:

Payment Account Information

Accepted Cards:

Credit Card Number:

Verification Code: [Help with this field](#)

Expiration Month:

Expiration Year:

Navigation

Cart Total: \$232.49
Item Count: 1
Convenience Fee: \$2.49

Payment E-Commerce

- You will be redirected to the King County 'E-Commerce' website to pay the required filing fee(s) via credit card or internet check
- A transaction fee of \$2.49 for credit cards or \$1.49 for internet checks will be added to the total amount paid
- A payment confirmation e-mail will be sent to the e-mail address entered once the e-commerce application has successfully processed your payment

INSTRUCTIONS

Save or print this confirmation receipt for your file

Please do not use your browser's 'Back' button

[start over](#)

Start New Case(s)

Progress:

Thank you. Your document(s) has been received by the Clerk.

Confirmation Receipt

Filed By: Billie Johnson Submitted Date/Time: 5/24/2011 11:57:30 AM

User ID: bbjohnson WSBA #: 3645

Payment Reference: 4005013459

11-2-00249-7 SEA Phillips Johns, et al vs Smith Consulting, Inc

Received Date: 5/24/2011 11:57:30 AM

Case Category: CONTRACT/COMMERCIAL

Case Sub-Category: COMMERCIAL CONTRACT (COM 2)

Case Filing Fee: 230.00

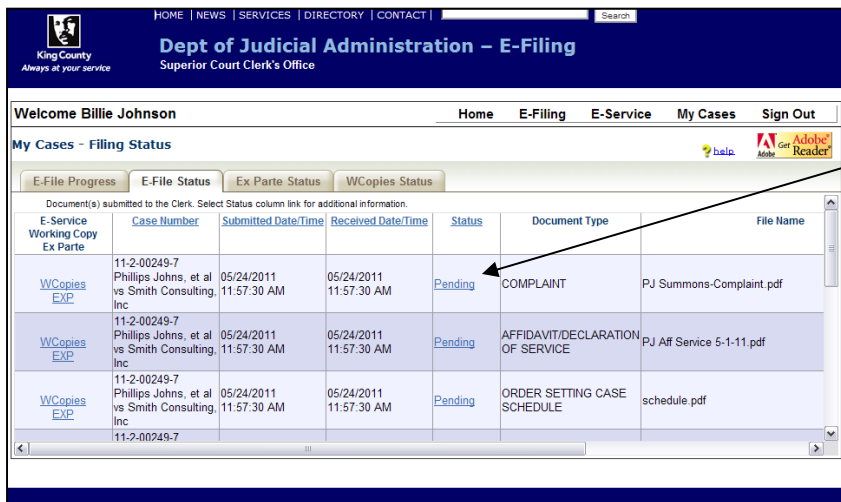
Document Type	File Name	Attachment(s)	Document Fee
COMPLAINT	PJ Summons-Complaint.pdf		0.00
ORDER SETTING CASE SCHEDULE	schedule.pdf		0.00
CASE INFORMATION COVER SHEET	cks.pdf		0.00
AFFIDAVIT/DECLARATION OF SERVICE	PJ Aff Service 5-1-11.pdf		0.00

Total Cost: (Includes Filing Fee) \$232.49

Confirmation Receipt

- The 'Confirmation Receipt' identifies the date and time that the clerk's office received your documents, as well as other pertinent case information
- A Case Information Cover Sheet (CICS) and an Order Setting Case Schedule (if case is a managed case) will be automatically generated. To view and/or save these documents click the hyperlinked file name.
- To save a copy of the confirmation receipt, click either the 'Save Confirmation Receipt' or 'Printer Friendly Version'

How to Electronically Initiate a New Superior Court Case



E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
WCopies EXP	11-2-00249-7 Phillips Johns, et al vs Smith Consulting, Inc	05/24/2011 11:57:30 AM	05/24/2011 11:57:30 AM	Pending	COMPLAINT	PJ Summons-Complaint.pdf
WCopies EXP	11-2-00249-7 Phillips Johns, et al vs Smith Consulting, Inc	05/24/2011 11:57:30 AM	05/24/2011 11:57:30 AM	Pending	AFFIDAVIT/DECLARATION OF SERVICE	PJ Aff Service 5-1-11.pdf
WCopies EXP	11-2-00249-7 Phillips Johns, et al vs Smith Consulting, Inc	05/24/2011 11:57:30 AM	05/24/2011 11:57:30 AM	Pending	ORDER SETTING CASE SCHEDULE	schedule.pdf
	11-2-00249-7					

E-Filing Status

- After e-filing, a hyperlink back to the Confirmation Receipt, as well as to the documents listed therein, will be available for 30 days from the date of filing via the **'My Cases >Status'** tab.
- The 'Pending' will change to 'Filed' when the clerk has completed processing of the document and it is viewable in ECR.
- A status of 'Rejected' means there is a problem with the filing. Clicking on the reason will state the issue.

For additional eFiling Application Self-Help Resources go to: <http://www.kingcounty.gov/courts/Clerk/E-Filing/Self-Help%20Resources.aspx>

The eServices Help Desk will answer questions and assist customers with the eFiling and ECR Online applications. Contact us by phone at **206-205-1600** or e-mail eServices@kingcounty.gov